

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
STATE CAPITOL
Bismarck, North Dakota 58505
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PI 09-03

TO: Directors, County Social Service Boards
Directors, Human Service Centers
CFS Regional Supervisors
Division of Juvenile Services
Tribal Social Services
AASK

FROM: Deb Petry, Children & Family Services
Delores Friedt, Children & Family Services

SUBJECT: **Supervision of Children Placed by a Sending State via the ICPC
619-01-15-02**

Guiding Principle: Children placed out-of-state with a placement resource in another state will be supervised by the receiving state in the same manner and in accordance with the same standards that children under the jurisdiction of the receiving state are supervised.

Key elements of effective supervision by a receiving state:

- Supervision begins after the placement as been approved by the ICPC office in the receiving state, and the sending state has provided the receiving state with a form 100B indicating that the child has been placed with the approved placement resource.
- First face-to-face contact with the child in the child's home will occur as soon as possible but no later than 30 days from the date that the receiving state is notified that the child has been placed.
- Face-to-face contacts with the child and with the child's care-giver(s)/placement resource(s) will occur with the same frequency and in the same manner that face-to-face contacts occur for children under the jurisdiction of the public child welfare agency in the receiving state. At a minimum, face-to-face contacts will occur at least once per month, as required by Section 422 of the Federal Social Security Act.
- Face-to-face contacts with children will occur *at the child's residence* as often as possible.
- Face-to-face contacts with children will be made by the caseworker in the receiving state who is assigned to supervise the placement.
- Keeping in mind that the sending state bears ultimate financial responsibility for meeting the needs of the child and supporting the child's placement, the supervising worker in the receiving state will assist the child and the child's caregivers in accessing services and supports that are available and can be provided by the receiving state, such as health care, mental health services, public assistance, educational services, etc.

- When visiting with the family in person or by phone, the supervising worker in the receiving state will do what is possible, and what is appropriate to the role of a supervising worker, to keep the family focused on the achievement of the child's case plan goals established by the child welfare agency in the sending state and to assist the family in the achievement of those goals.
- At least once every 90 days (unless requested more frequently on the 100A form), the supervising caseworker in the receiving state will prepare a written report with regard to the child's placement, and will send a copy of the report to the ICPC office in his or her state. At a minimum the report will include the following:
 - Dates and locations of face-to-face contacts with the child
 - A summary of the child's current circumstances, including a statement regarding the ongoing safety and well-being of the child in placement, and a description of any safety concerns
 - Where applicable, a summary of the child's school performance (include copies of IEP documents, educational evaluations, report cards or other school records, if available)
 - A summary of the child's current health/medical/mental health status, including the dates of any medical/dental appointments and the identity of the healthcare provider seen (include copies of evaluations, reports or other pertinent records)
 - A description of any unmet needs and any recommendations for meeting identified needs
 - Where applicable, the supervising caseworker's recommendation regarding any of the following:
 - Continuation of current placement
 - Return of custody to parent and termination of sending state's jurisdiction
 - Finalization of adoption
 - Granting of guardianship to existing caregivers
- The supervising caseworker and other child welfare authorities in the receiving state will act on reports of child abuse and neglect involving children placed from out-of-state in the same manner that reports of child abuse or neglect are acted upon when children from the receiving state are involved.

SFN 387, "ICPC Supervision Report", (available as an e-form) should be completed by caseworkers responsible for supervising the ICPC case and should be submitted to the State ICPC office on a quarterly basis. In turn, the report will be forwarded to the sending state.

If you have questions, please feel free to contact this office. Thanks.